



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date 11/3/75		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV - 4 1975 75-255 NOV 26 1975	
2. Agency Application No. DHR-14		3. Agency Name, Division & Administering Office Address Georgia Department of Human Resources Agency-Wide 47 Trinity Avenue Atlanta, Ga. 30334		4. Person in Contact William J. McDonald	
5. Working Title DHR-RMO		6. Tel. No. 656-4976			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series		9. Exact Series Title Emergency Planning Files (Agency-Wide Standard)			

10. What is the function of the office in which this record series is created?  
Agency-Wide Application

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  
Documents relating to maintaining emergency plans in DHR Institutions containing provisions for emergency relief and continuity of operations in cases of major disasters, i.e. fire; storms (tornados, hurricanes, severe wind storms, earthquakes); explosion (electrical, steam, fuel or natural gas, nuclear); bomb threats.  
Included but not limited to are procedures for internal and external disasters to include plans for: the assignment of personnel to specific tasks and responsibilities; unified medical command; conversion areas; prompt transfer of casualties; procedures for maintaining security; instructions relating to the use of alarm systems and signals; and related emergency planning measures.  
Files may be filed separately or may be part of institution policy and procedure manual.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				NA	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	NA	
Estimated Agency-wide	1	15		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	NA	Preceding Year's
					Two Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- 13. Is this the Record Copy of the series? YES NO [x] [ ]
- 14. Is there a duplication of this series in another office or agency? [x] [ ]
- 15. Is the information contained in this series ever summarized or published? [x] [ ]  
Attach copy of summary or publication. Emergency Plan may be published as part of Institution Policy and Procedure manual
- 16. Does the series contain classified information requiring security handling? [ ] [x]  
Emergency Plan may be published as part of Institution Policy and Procedure manual.
- 17. Does the series initiate, amend or terminate agency policies and procedures? [x] [ ]
- 18. Could the function be performed if the files were lost or destroyed? [x] [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
- 20. Does the record series provide data as input to an EDP file? [ ] [x]
- 21. Does the record series contain documentation produced as EDP printout? [ ] [x]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [x] [ ]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [x] [ ]

24. REQUIREMENTS. The following requires the files to be kept Permanent years:

a. [x] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [x] FEDERAL LAW    e. [x] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

See Attached Sheet

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[ ] CALENDAR YEAR -[ ] FISCAL YEAR -[x] OTHER \_\_\_\_\_, then:

- [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

Maintain Emergency Plans permanently in current files area; Destroy plans or portion thereof when superceded or obsolete.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) Date		OTHER REQUIRED SIGNATURES	DATE
William J. McNamee DHR-RWU 11-4-75			
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [ ] Disapproved	Charles E. Breda	11/20/75
	State Auditor/Designee [x] Approved [ ] Disapproved	William M. [unclear]	11-24-75
	Secretary of State/Designee [x] Approved [ ] Disapproved	Canell Hart	11-24-75
	Attorney General/Designee [x] Approved [ ] Disapproved	[unclear]	11-25-75

STATE RECORDS COMMITTEE

# 22

Conditions of Participation; Hospitals  
Regulations No. 5 - Subpart J

paragraph 405.1022 Section 2

"Written fire control plans contain provisions for prompt reporting of all fires; extinguishing fires; protection of patients, personnel and guests; evacuation; and cooperation with fire fighting authorities.

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Rules and Regulations for Hospitals, State of Georgia Chapter 290-5-6-.23,  
Emergency Facilities

paragraph (1)

"Every general hospital must provide emergency services unless an exception is submitted and approved by the Board of Human Resources, except that emergency services must be provided by general hospitals which represent the only facility in a county. Emergency patient care shall be guided by written policies, supported by appropriate procedure manuals and reference material approved by a committee of the professional staff and hospital management.

paragraph (9)

"An up-to-date mass casualty plan will be maintained in the emergency service area at all times."

Emergency Services and Disaster Planning requirements issued by the "Joint Commission on Accreditation of Hospitals" (Non-governmental).

Standard I

Every psychiatric facility shall have a well-defined written plan for providing emergency services, including physical as well as psychiatric emergencies, based on community need and the capability of the facility.